
JUSFC

The Japan-United States Friendship Commission, an independent federal agency, supports training, education and information management to help prepare Americans to meet the challenges and opportunities in the US-Japan relationship of the 21st century. It works through providing grants to non-profit entities in the following areas:

- Japanese Studies in the United States
- Public Affairs/Education
- The Study of the United States in Japan
- The Arts

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Annual Proposal Deadline Dates:

March 1

August 1

HISTORY AND ORGANIZATION

The Japan-United States Friendship Commission (JUSFC) was established as an independent federal agency by Congress in 1975 (PL 94-118). It administers a US government trust fund that originated in the return to the Government of Japan of certain US facilities in Okinawa and with postwar American assistance to Japan. Income from the fund is available for the promotion of scholarly, cultural and public affairs activities between Japan and the United States.

The purpose of the Commission's programs is defined in the Japan-United States Friendship Act as "aid to education and culture at the highest level in order to enhance reciprocal people-to-people understanding and to support the close friendship and mutuality of interests between the United States and Japan." This purpose, in turn, is important to the United States because, in the words of the Act, "the continuation of close United States-Japan friendship and cooperation will make a vital contribution to the prospects for peace, prosperity and security in Asia and the world."

The fund and programs are administered by a board of eighteen US citizens representing the legislative and executive branches of the US government and the fields of scholarship, law, media, business, public affairs and the arts in the private sector. The Friendship Act provides that the Commission shall be composed of the twelve members of the US Panel of the United States-Japan Conference on Cultural and Educational Interchange (CULCON), which includes nine private citizens, two representatives from the Department of State and one representative from the Department of Education. The Commission also includes the Chairpersons of the National Endowment for the Arts and the National Endowment for the Humanities, and two members from the US Senate appointed by the President Pro Tempore, and two members of the US House of Representatives appointed by the Speaker. The Commission's congressional members serve in an advisory, non-voting capacity.

The Commission seeks a consultative and cooperative relationship with government agencies and private organizations in both the United States and Japan. As

an independent agency of the US government, accountable to Congress and the President, the Commission is not constrained by formal advisory relationships with other agencies of the executive branch or of the Japanese government. While the Commission maintains liaison with cultural and educational exchange agencies of both governments, its program decisions are made solely by the Commission's members acting in their Commission capacity.

Through a series of internal meetings and broad consultations with American and Japanese authorities and institutions interested in similar objectives, the Commission has developed four programmatic areas for grant support from the broad authorities contained in the Friendship Act. These form the basis for evaluating proposals, making grant decisions, and stimulating new activities in both countries in the interest of US-Japan communication and cooperation. Thus, requests for grant support are considered by the Commission under the following four areas:

- ◆ Japanese Studies in the United States
- Public Affairs/Education
- The Study of the United States in Japan
- ◆ The Arts

These areas have been chosen on the basis of the Commission's considered judgment that both highly trained specialists and a much broader public understanding and involvement are essential to a stable foundation for US-Japan relations in the years ahead.

Potential applicants should refer to pages 8-13 for application procedures and criteria for support.

PROGRAMS

Japanese Studies in the United States

The Commission believes that American public understanding of Japan, as well as the close friendship between Japan and the United States, requires the development and strengthening of the next generation of American area specialists on Japan, trained to a high level of linguistic and disciplinary competence, and fully represented in both the scholarly and non-academic professions. The Commission therefore devotes the largest portion of its annual program budget to Japanese studies in American higher education.

The Commission's mandate specifies a broad internal distribution of Japanese studies funds among faculty development and research, language training, library support and general education. The Commission has sought to identify the most important areas of need, and to emphasize projects of unusual significance and maximum impact nationwide.

Above all, the Commission has determined its highest priority to be the support of the core institutions for research, language training and library support of the field of Japanese studies in American higher education. It will concentrate its efforts during the current severe financial environment on maintaining the vitality and effectiveness of those institutions, while leaving to other federal agencies those activities that are expressly and adequately funded in statutory programs of those agencies. In addition, it recognizes that the vitality of the field depends increasingly on bringing in fresh talent and thus will consider support for activities at the undergraduate level that represent the interests of the field nationwide. Moreover, in view of the renewed vigor of CULCON, it seeks to highlight CULCON's interest in the role of soft power in the bilateral relationship in its own programming, putting priority on support for projects that explore that theme in the bilateral relationship and in the relations of the United States and Japan throughout East Asia and the world. By so doing, the Commission seeks to achieve maximum synergy from the functioning of the two organizations.

The Commission will consider on a case-by-case basis support for group research, conference and workshop projects dealing with topics ranging from policy issues to cultural affairs, but above all, those exploring the subject of soft power in the bilateral relationship, and in the engagement of the United States and Japan in East Asia and the world. The Commission will give higher priority to collaborative projects with some or all of the following features: an interdisciplinary approach to the research agenda; opportunities for cross-training among research team members in regional/cultural studies on the one hand and disciplinary studies on the other, as well as for emerging talent in the field; opportunities for interaction of scholarly research and policy dialog; and cooperation among funding organizations in sharing the full costs of the project.

Public Affairs/Education

The Commission believes that new and imaginative efforts are required to broaden understanding by the American public of the culture, society, history and institutions of the Japanese people and of current trends in political and economic issues in the bilateral relationship. Such understanding and the opportunities for creating it remain seriously underdeveloped when measured against either the Japanese people's general knowledge of the United States, or the facilities for study of Japan at American universities. The Commission therefore will consider proposals along these lines from organizations promising major national impact in the United States. Programs fall under the sub-areas of Media and Counterpart Exchanges.

Media

The Commission will consider requests for the research and development of individual documentary films on Japan and for support of their direct production costs. In terms of content matter, the Commission will give preference to those films that reflect the Commission's priorities in its other areas of programming. Priority will be given to media projects that have gained substantial support from other funding sources and demonstrate high professional

standards combined with long-lasting impact on a broad audience.

Counterpart Exchanges

Under this program, the Commission will consider support for exchanges among the political, policy, professional and cultural communities of the United States and Japan, with high priority given to exchanges that involve the national legislatures of the two countries. The Commission looks for exchanges of national scope and maximum substantive impact, and to programs where it is asked to support the US-side costs of the exchange. The Commission looks for counterpart funding from other – preferably Japanese – sources both for cost-sharing purposes and as a statement of the importance both nations attach to the proposed exchange. Potential applicants are urged to consult with Commission staff before submitting a proposal.

The Study of the United States in Japan

Through their education system and media, the Japanese people have achieved a level of general knowledge of and interest in the United States that considerably exceeds the information most Americans possess with respect to Japan. English language is taught far more widely in Japan than Japanese language is taught in the United States. Nevertheless, the study of American history and civilization and of its economic, social and political institutions has been a relatively recent development in Japanese universities. Moreover, opportunities for Japanese scholars to track major developments and changes in contemporary American society need to be expanded. Therefore, the Commission will consider support in the following project areas.

The Commission supports programs of reciprocal exchanges at the highest institutional levels of scholarly expertise in order to contribute to an understanding in Japan of important aspects of current American cultural and intellectual life, and of social, political and economic conditions in the United States. Such exchanges should foster as well an understanding of the current interdisciplinary and theoretical approaches

to these subjects as practiced in the American scholarly community.

The Commission will consider research projects that investigate modern American politics, culture, society and economics, and projects that investigate how the Japanese acquire basic knowledge about the United States through both formal and informal channels, such as classroom instruction or the popular media, and how to increase that knowledge and its accuracy. In format, such projects may be organized as conferences or seminars, as well as workshop-and-publication collaborations.

The Commission recognizes that the vitality of the field depends increasingly on bringing in fresh talent and thus will consider support for the training of graduate students and the development of graduate studies in modes that represent the interests of the field nationwide. These may be stand-alone projects, or components of other projects in this category.

The Arts

The Commission believes that the arts are at the heart of a people's creative genius. It is therefore pleased to see the rapidly growing demand in both countries for expanded arts exchange. The Commission notes, however, that the presence of American artists in Japan has been limited in terms both of diversity and geographical coverage. American performing and visual arts presentations in Japan have often been conducted on a limited and sporadic basis, frequently decided by the commercial interests of individual promoters. To address this trend, the Commission has determined that, until further notice, it will give priority to sending American visual and performing arts to Japan, especially to venues outside Tokyo.

Present arts policy calls for support for the highest quality endeavors with the following elements:

- Contemporary forms of art
- Collaborative projects, both in terms of interdisciplinary forms and among artists from the two countries
- Projects reflecting the breadth and depth of American cultural diversity

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- Projects including public outreach activities, as well as sites and venues in Japan that historically have not had a tradition of exchange with the United States

The Commission will not consider projects in the arts in the following areas, as stated on page 9:

- Touring of symphony and other strictly musical groups or solo performing artists. In the field of music, only those projects that are interdisciplinary artistic collaborations will be considered
- Amateur and university performing arts groups
- Support for American museums for regular staff, acquisition of objects, or cataloging of existing collections
- Japanese performing arts groups and exhibitions traveling to the United States

Potential applicants are urged to consult with Commission staff before submitting a proposal.

Each year the Commission and the National Endowment for the Arts jointly select five leading contemporary and traditional artists from the United States to spend five months in Japan as part of the US/Japan Creative Artists Exchange Fellowship Program. Cultural understanding is at the heart of this program. The Fellows are free to live anywhere in the country to pursue activities of greatest relevance to their creative process. Participation in this Program is open to citizens and permanent residents of the United States. For more information, see the full program description at www.jusfc.gov.

APPLICATION PROCEDURES FOR ALL PROGRAMS

Potential applicants are strongly encouraged to consult with the Commission staff at its Washington office before submitting a proposal. Requests for funding from the Commission should be submitted with grant application coversheets available on its website. Inquiries should be addressed to the Commission at 1201 15th Street NW, Suite 330, Washington, DC 20005.

Proposals to the Commission should be:

- Headed by the Commission's application coversheet
- Accompanied by a budget page
- Accompanied by abbreviated cvs of the principal project participants
- Submitted in 25 copies
- Submitted unbound on three-hole punched paper
- Submitted additionally in Word format as an e-mail attachment to grants@jusfc.gov
- Accompanied by one copy each of as much background and explanatory material as necessary to support project design, budget request, and statements and claims made in the proposal narrative

Grants are awarded at Commission meetings held in April and September. Deadlines for receipt of proposals at the Commission's Washington office for consideration at these meetings are March 1 and August 1, respectively. If March 1 or August 1 falls on a weekend, the deadline will be the following Monday. Proposals received after these dates will be retained in the Commission office for review in the next cycle.

Projects Not Considered

The Commission will not provide financial support for the following activities or projects:

- Language and area studies K through 12
- Pre-collegiate exchanges
- Individual scholarships or fellowships, with the exception of the Creative Artists Exchange Fellowship Program
- University chairs or endowment funds
- Research, teaching, publications and translations in mathematics, medicine and the natural sciences. Scientific exchanges with Japan are conducted by the National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.
- Building construction, design or maintenance costs
- Touring of symphony and other strictly musical groups or solo performing artists. In the field of music, only those projects that are interdisciplinary artistic collaborations will be considered.
- Amateur and university performing arts groups
- Support for American museums for regular staff, acquisition of objects, or cataloging of existing collections
- Japanese performing arts groups and exhibitions traveling to the United States

Criteria for Support

The Commission will uphold the principles of nationwide eligibility, benefit and impact in establishing its grant programs in both the United States and Japan. Grants may be made to individual universities or local organizations, but only in consideration of their contribution to national resources and needs.

Awards will be made on the basis of academic or professional excellence evaluated in relation to: 1) national and cultural needs for certain professional fields; 2) existing gaps in understanding; and 3) availability or lack of other sources of support.

Programs supported by the Commission are open to qualified participants (or citizens and permanent residents where noted) without regard to race, creed,

gender, handicap, sexual orientation, parental status or national origin.

Participation in the Creative Artists Exchange Fellowship Program is open to citizens and permanent residents of the United States.

Support for individual activities is made through academic, professional, artistic or other appropriate organizations in the United States and Japan, which will examine, recommend, and in most instances select the individuals to be supported financially by the Commission's funds. Information on criteria, application dates and procedures should be obtained directly from the organizations involved.

Full freedom of investigation and expression will be the condition for all grants. The Commission does not necessarily endorse the conclusions or other contents of its grantees' work.

While not discouraging research on matters where Japanese and Americans may differ, the Commission itself will refrain from advocating any particular policies that may be at issue temporarily between the two countries.

The Commission places high priority on co-funding of projects from other appropriate sources. This will be taken as evidence of broad interest and support for any proposal submitted to the Commission.

The Commission sets a limit of fifteen (15) percent for the "indirect costs" or "overhead" portion of its grants. Questions in this regard should be directed to the Commission staff.

The Commission works with non-profit organizations as a general rule in carrying out its programs.

General proposal writing tips

- Be concise; brevity is appreciated.
- Clearly state the need in the field that your project will meet and why your particular organization is appropriate to undertake it.
- The narrative should justify all budget items.
- Back-up materials are helpful in evaluating the proposal. (See FAQs below.)

FREQUENTLY ASKED QUESTIONS ABOUT PROPOSALS TO THE COMMISSION

Q. What organizations may apply?

A. Any non-profit organization in the United States or Japan that deals with Japanese studies, the study of the United States, public affairs or the arts may apply. Individuals may not apply for support directly to the Commission except for the US/Japan Creative Artist Exchange Fellowship Program.

Q. What are JUSFC deadlines?

A. March 1 and August 1 annually for all programs except the US/Japan Creative Artists Fellowship Program, which has an annual deadline of February 1. All proposals must be received at the Commission office by close of business March 1 or August 1. Means of delivery are via regular mail, commercial delivery service or messenger. Fax copies will not be accepted; electronic copy is required but may not substitute for hard copies. If March 1 or August 1 falls on a Saturday or Sunday, applications will be accepted until the close of business on the next Monday.

Q. How long is the average duration of a project?

A. Projects may range in duration anywhere from a few months to approximately one-and-a-half years. If a project is longer than this, the Commission may approve support for Year One, and in principle for the remaining years, pending successful outcome of Year One of the project. In this case resubmission of a request for support for each successive year will be necessary.

Q. What is the amount of the "average" grant? How much may I ask for?

A. There is no meaningful "average" for an award. Rather than asking how much the Commission will support and then building a budget to meet a targeted figure, it is better that an applicant build a realistic budget based on the needs of the project as described in the project narrative. Budgets must include a line for each item of activity and its cost basis. The Commission's most recent biennial reports are available on its website at www.jusfc.gov.

Q. What budget items does the Commission support?

A. Costs that the Commission will consider are expenses associated with a project including but not necessarily limited to: salary and benefits; travel expenses; direct project administrative costs; dissemination costs; and workshop or conference expenses. As a general rule, the Commission does not fund hardware or equipment costs.

Q. What is overhead, and how much will the Commission support in overhead costs?

A. Overhead is facility maintenance and administrative costs that an institution charges in addition to direct project costs. The Commission will allow a maximum of fifteen (15) percent in overhead costs. (Note that the Commission does not normally support an institution's rent as a direct cost.)

Q. How can I find out what my congressional district is?

A. Please consult the website www.house.gov/. (Note that this is not applicable to proposals from institutions in Japan.)

Q. Do I have to use the Commission cover sheet?

A. Yes, but it may be reproduced in your computer if desired. It also can be printed from the Commission website.

Q. What constitutes back-up material, and how many copies are necessary?

A. Back-up material is any information that will give the commissioners a more complete understanding of the nature, background, and costs of the project. One copy of any back-up material is sufficient in hard copy and, where possible, in electronic format. Examples may include: full cvs of principals; information about the organization submitting the proposal; examples of the published results of relevant projects the organization has undertaken in the recent past; letters of endorsement, recommendation or confirmation of participation and funding; tapes, videos, catalogs, slides; news clippings, etc. For conservation purposes, please use double-sided copies where possible and avoid including extraneous pages.

Q. How can I find out what my DUNS number is?

A. You should consult with your grants administrator. If your institution does not have a DUNS number, please contact **1-866-705-5711**. (Note that a DUNS number is required for all proposals, including those submitted by institutions in Japan.)

Q. Why unbound and hole-punched?

A. Staff binds all proposals together in a single folder for the commissioners to read at one time. Staples, folders, and other means of attachment that have to be torn apart are therefore not acceptable. Proposals may be separated with clips, colored paper, etc. For conservation purposes, please use double-sided copies where possible and avoid including extraneous pages.

Q. How many hard copies should I submit?

A. 25 hard copies of the proposal plus the original. The proposal includes the application coversheet, project narrative, budget and abbreviated cvs of the principal participants. In addition please submit the proposal in Word format as an e-mail attachment to grants@jusfc.gov.

Q. What are my best resources about the application process?

A. The Commission staff is available by telephone or email to help answer any questions you may have regarding the application process. Potential applicants are encouraged to consult with staff before submitting an application. Contact information is listed on the inside front cover of this brochure. On the Commission website you will find the application cover sheet, an adaptable sample budget and detailed information about current and past Commission projects.

The calligraphy on the cover was produced by Mr. Tommer Peterson of Seattle, WA, a former JUSFC/NEA Creative Artist Exchange Fellow. It is the name of the Commission in Japanese.